

# Commercial Car Rental

---

**References:** [DGS Rental Car Contract](#), [SAM 0750](#), [SAM 3620](#), and [SAM 4117.2](#), and [DPA 599.627 and 599.627.1](#).

## OVERVIEW

A state employee may rent a commercial vehicle when automobile travel is essential and a state-owned vehicle is not available. The rental vehicle is to be used for official business and to obtain meals and lodging while on travel status. The vehicle must be returned to the vendor immediately upon completion of state business.

The Department of General Services (DGS) has negotiated the rental car contract for all state departments and mandates the use of Enterprise Rent- A-Car as the primary car vendor for all in-state government travel.

National Car Rental, a subsidiary of Enterprise, is to be used primarily for **out-of-state** and **international** travel.

Passengers who are **not** state employees or who are **not** on state business are not allowed in the vehicle. The state contract does not extend insurance coverage to unauthorized drivers, passengers, or for personal use. In addition, it is prohibited for an employee to extend the rental period and (charge to the Department's BTA account) for personal use beyond the end of state business and reimburse the state afterwards.

## SHORT-TERM RENTAL VEHICLE

The commercial car rental contract has been established to meet the short-term travel needs of employees on official state business. The contract is intended for rental periods of **seven (7) days or less**. DGS approval is required for rentals exceeding seven consecutive calendar days.

### RENTAL PERIODS BETWEEN 8 AND 21 DAYS

When a traveler requires a rental car for a period between 8 and 21 consecutive calendar days, approval is required from the DGS Statewide Travel Program Coordinator.

To request an approval for a rental period between 8 and 21 days, the employee is required to e-mail [Maria Mercado](#) of the Division of Accounting explaining the need for the extended rental period. The request must be submitted a minimum of 10 working days in advance or as soon as the requirement for an extended rental period is known.

The employee will be notified by e-mail when approval for the rental from the DGS Statewide Travel Program Coordinator has been obtained.

### RENTAL PERIODS OVER 21 DAYS

When a traveler requires a car rental for a period over 21 consecutive calendar days, approval from DGS Statewide Mobile Equipment Coordinator is required. The DGS Management Memo dictates that long-term rentals constitute an increase in the State fleet and are subject to analysis to ensure the most cost-effective method is utilized.

To request an approval for a rental period over 21 consecutive calendar days, the employee is required to e-mail the Division of Equipment explaining the need for the extended rental period. The request must be submitted a minimum of 10 working days in advance or as soon as the requirement for an extended rental period is known.

The employee will be notified by e-mail when approval for the rental from DGS Statewide Mobile Equipment Coordinator has been obtained.

### Enterprise Rent A Car--VEHICLE CONTRACT RATES

#### Short-Term Rental Rates

Vehicle Type	Daily/Base Rate	Weekly Rate	Maximum Cap Daily
--------------	-----------------	-------------	-------------------

Compact	\$30.00	\$120.00	\$46.00
Intermediate	\$30.00	\$120.00	\$46.00
Full-Size	\$33.00	\$132.00	\$49.00
Alternative Fuel Vehicle	\$33.00	\$132.00	\$49.00
FWD/Sport Utility Vehicle	\$50.00	\$225.00	\$75.00
Mini Van	\$50.00	\$225.00	\$75.00
Pick-up Trucks	\$65.00	\$300.00	\$90.00

\*The maximum cap rates offered must include all charges in addition to airport access fees, insurance (state provides coverage), vehicle license fees, and, State, City and County or local surcharges that apply to the rental car industry as a whole and identified by airport. **Sales tax and fuel charges are not included in the rate.**

For more information, go to the [DGS Travel Program](#) web site.

## OUT OF STATE CAR RENTAL

National Car Rental, an affiliate of Enterprise, will be used primarily for out-of-state and international travel.

## LONG-TERM VEHICLE RENTAL OVER 30 DAYS

When a traveler requires a rental for a period over 30 or more consecutive calendar days, the long-term commercial vehicle rental contract is an efficient, cost effective solution for long-term car and truck rental needs. Currently, Enterprise Rent-A-Car is the primary vendor for long-term vehicle rental for a period of 30 or more consecutive calendar days.

### How to reserve for long-term rental:

Fill out an [OFA 160](#), Vehicle Acquisition Request Form, and submit it to the Office Fleet Asset Management (OFAM) Statewide Mobile Equipment Coordinator:

**John Musser**  
*Statewide Mobile Equipment Coordinator  
DGS Office of Fleet and Asset Management  
916.928.7968  
[john.musser@dgs.ca.gov](mailto:john.musser@dgs.ca.gov)*

For further information about the long-term rental contract, contact:

**Bahia Abdallah**  
*Statewide Travel Specialist,  
DGS OFAM - Statewide Travel and Meeting Management Program  
916.376.3990  
[bahia.abdallah@dgs.ca.gov](mailto:bahia.abdallah@dgs.ca.gov)*

The Statewide Mobile Equipment Coordinator notifies the Enterprise representative that you have been approved for the requested vehicle(s), and returns the approved OFA 160 to you.

1. The Statewide Mobile Equipment Coordinator provides you with the phone number for the Enterprise representative, and with the Authorization Number for the rental(s). This number is the same as the Request Tracking Number in the upper-right corner of your approved OFA 160.

2. Call the Enterprise representative with details of where and when you need the vehicle(s). The Statewide Mobile Equipment Coordinator will provide the phone number for the State's representative.
3. The representative arranges to have the vehicle(s) available at the nearest Enterprise location, and provides you with contact information for that location.

### Long-Term Rental Rates

Vehicle Type	Monthly Base Rate	Weekly Rate	Monthly Rate
Compact	\$17.33	\$121.33	\$520.00
Intermediate	\$17.33	\$121.33	\$520.00
Full-Size	\$19.80	\$138.60	\$594.00
Alternative Fuel Vehicle	\$19.80	\$138.60	\$594.00
FWD/Sport Utility Vehicle	\$25.00	\$175.00	\$750.00
Mini Van	\$31.66	\$221.66	\$950.00
Pick-up Trucks	\$25.00	\$175.00	\$750.00

## PICKING UP A RENTAL VEHICLE

When picking up a rental vehicle, employee is responsible to:

- Verify the agreement states the correct rate per day before signing. It is very common for the rental agencies to provide an upgraded vehicle to the state employee with reservation when no contract vehicle is available. An upgraded vehicle provided at the company's discretion should be charged at the original reserved rate.
- Examine the vehicle condition before accepting delivery and document any damages on the rental agreement.

## AUTHORIZED DRIVERS

The renter, and any persons authorized to operate vehicles under the contract agreement, must be properly licensed. This includes the renter and the renter's fellow employees, while acting within the scope of their employment duties. Employees of the State of California who are 21 or older, if otherwise eligible, may rent and operate vehicles under the contract agreement when on official State business.

## COUNTER BYPASS

The rental car contract requires vendors to provide counter bypass. Counter bypass allows a government employee traveling on official State business to proceed directly to the rental vehicle. Enterprise Rent a Car provides a "CalGov" Express" lane at each location. For more information, see the contract vendor web site(s) linked to the [DGS Travel Program](#) web site.

## FORMS OF PAYMENT – SUPERVISOR APPROVALS

Cash, personal checks and personal credit cards are not authorized forms of payment for commercial car rentals. The only recognized forms of payment for the rental car vendors is the Department's Car Rental Business Travel Account (CRBTA) used by reserving the car in the Concur travel reservation system OR in an emergency, employees' may use their American Express Government Charge Card.

## UPGRADED VEHICLES

An employee who requires an upgraded vehicle with a daily rate over the State contracted rate must provide a justification in the comment field provided in Concur. The Travel Store will reserve an upgraded vehicle requested through Concur once it is

approved by the employee's supervisor. If no justification is provided, the employee may be required to pay any charges over the state contracted rate.

For additional questions, please contact the Travel Policy Section at (916) 227-8948.

## DROP CHARGES

There will not be any one-way drop charge fees against the State of California when travel reservations have been made indicating point of pick-up and point of return. Reservations for a one-way drop must indicate location points.

## NON-CONTRACT RENTALS

Non-contract rentals are not allowed, except in rare instances when a vehicle is not available from a contract vendor.

If a vehicle is rented from a non-contract vendor, the employee must:

- Complete and sign a non-contract justification form. A reason for renting from a non-contract vendor must be provided. A non-contract justification form can be obtained by contacting the Travel Policy Section at (916) 227-8948.
- Obtain the supervisor's approval and forward the completed form to the Division of Accounting's Travel Policy Section. The rental receipt should be attached to the completed form.

Accounting will forward the justification form and a copy of the rental invoice to DGS for approval. With the exception of Crescent City rentals, the State Controller requires DGS approval prior to payment of any non-contract rental.

The employee will be responsible to pay the vendor for any non-contract rental if not approved by DGS.

## SUPPLEMENTAL INSURANCE

While on State business, supplemental insurance should not be purchased when renting a commercial vehicle regardless of how the reservation is booked.

## THIRD PARTY VENDORS

Costs associated with the use of third party vendors for car reservations (Priceline, Expedia, etc.) will not be reimbursed. For additional information, see [Third Party Vendors](#).

## OUT-OF-STATE RENTALS

Enterprise Rent-A-Car contracted rates are applicable nationwide with the exception of New York City.

## REFUELING VEHICLES

Employees are required to fill the rental car with gasoline prior to returning the car to the vendor. Employees will be reimbursed by submitting the receipt with the Travel Expense Claim (TEC). **NOTE:** If the gas tank is not filled prior to returning the vehicle, the employee will be responsible for all fuel charges assessed by the vendor.

## GPS DEVICES

Do not reserve or request GPS devices from the rental car company. Additional fees for the rental of a GPS device will not be reimbursed by the Department.

## PROBLEMS OR COMPLAINTS

Any billing problems or complaints should be brought to the attention of the manager at the car rental office. If the response is unsatisfactory, contact the Division of Accounting's Travel Policy Section at (916) 227-8948.